



JANUARY 6, 2012

SECRETARY/ RECEPTIONIST
CMH 12-001

Kalamazoo Community Mental Health & Substance Abuse Services is seeking a full time (40 hours per week) Secretary/Receptionist who has experience working with individuals of diverse racial, ethnic and cultural backgrounds to support the ongoing operations of the Department for Adults with Developmental Disabilities. The qualified candidate will serve as a full time receptionist; answer multi-line phones, and process daily mailings. Excellent interpersonal skills are required, as well as the ability to keep track of multiple tasks and work with frequent interruptions. Highly developed computer skills, including knowledge of Windows and Microsoft Office are necessary. A high school diploma and two years experience as a secretary/receptionist are required. Send, fax or e-mail resume and cover letter to: HR Generalist, KCMHSAS, 1st Wing 4th Floor, 3299 Gull Road, PO Box 63, Nazareth, MI 49074; Fax: (269) 553-8012, hr@kazoocmh.org. Refer to job number CMH 12-001 when inquiring. Starting wage is \$23,134 – 25,704.

We also offer competitive fringe benefits, including medical, vision and dental insurance; disability and workers compensation insurance; paid holidays, annual leave, sick leave, continuing education, retirement plan and Deferred Compensation Plan. KCMHSAS is an equal opportunity employer that encourages diversity and inclusion among its workforce. We strive to empower people to succeed. To learn more about our organization, please visit our website at www.kazoocmh.org.

